

This agreement is executed between management of the Los Alamos National Laboratory ("Laboratory") and _____ ("Employee"). The Laboratory agrees to permit the Employee to work at a non-Laboratory location and the Employee agrees to work at the non-Laboratory location under the following terms and conditions. Except for those additional conditions expressly imposed on the Employee under this agreement, the conditions of the Employee's employment with the Laboratory remain unchanged.

This document does not constitute a contract of employment, either express or implied. At the Laboratory, there is no fixed duration to the employment relationship. Employees can terminate their employment whenever they wish and for whatever reason they might have, just as the Laboratory may terminate an employee at any time for any lawful reason.

The Employee expressly acknowledges that he/she cannot rely on, or take actions in reliance upon, any particular duration of the permission to work at an alternate location.

The Employee acknowledges having read the following documents and agrees to follow the policies and procedures outlined in them:

- AM304 Overtime (non-exempt employees only)
- AM701 Government Property
- AM702 Security
- AM708 Information Practices

Specifically, the Employee agrees to:

- Keep detailed records of time worked at home and report them to the Laboratory supervisor (or his or her designee) on a weekly basis;
- Obtain advance authorization for all overtime worked at home from the Laboratory manager who approved this agreement (non-exempt employees only);
- Use Laboratory equipment only for official government business or for matters pertaining to settlement of fire-related matters; and
- Restrict information taken to the Employee's off-site location to information that is unclassified, and to protect sensitive, unclassified information from unauthorized disclosure.

The Employee will work from the following location (*give full address*)

Address	City & State	Zip
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The Employee's work area at the above location will be as follows (*describe room*)

The Employee certifies that in establishing the alternate work area:

- All common safety practices have been followed and the area provides a safe work environment for the Employee and others who may enter it;
- A configuration has been provided that allows Laboratory work to be conducted with minimal interruptions (i.e., preferably, work is conducted in an area that is reserved exclusively for Laboratory work during scheduled off-site work hours); and
- Facilities/mechanisms are provided to provide for the protection of sensitive, unclassified Laboratory information from unauthorized disclosure (i.e., Internet connections or other personal computer resources are not shared and there is secure [unclassified] storage of documents, computer files, etc.)

The Employee agrees that:

- Injuries sustained by the Employee in the off-site work area are covered by worker's compensation only if they were sustained while the Employee was working;
- The Employee will maintain liability and property insurance for the off-site location, if applicable;
- The Employee will comply with all local zoning and lease restrictions in executing the off-site work arrangement;
- The Employee will assume any tax liability arising from the off-site work arrangement; and
- The Laboratory supervisor may inspect the Employee's off-site work location during the Employee's scheduled work hours to ensure the safety of the work environment; proper use, maintenance, and accountability of Laboratory-owned property; and proper information protection.

The Employee and Laboratory agree to the following weekly off-site work schedule, commencing on (date) _____, subject to the restriction that not more than 50% of the Employee's normally scheduled hours may be worked off-site (100% if the Laboratory cannot provide office space):

Monday Hours to be worked at alternate office	Hours to be worked at Laboratory office
Tuesday Hours to be worked at alternate office	Hours to be worked at Laboratory office
Wednesday Hours to be worked at alternate office	Hours to be worked at Laboratory office
Thursday Hours to be worked at alternate office	Hours to be worked at Laboratory office
Friday Hours to be worked at alternate office	Hours to be worked at Laboratory office

Friday hours will be on (check one) A Schedule B Schedule 5/40 Schedule

During scheduled off-site work times, the Employee will be able to be reached at (insert phone number) _____ and, if applicable, at (insert pager number) _____. The Employee also agrees to obtain telephone and e-mail messages from Laboratory telephone and computing systems at least (insert number of times, or at what time intervals) _____ on each scheduled work day while working off-site.

The Employee agrees to perform the following assignments on the following schedule while working off-site

Deliverable	Completion Date

The Employee and Laboratory supervisor agree to the following schedule and process for reviewing the Employee's work (reviews must occur at least every other week)

The Laboratory will provide the following equipment for the Employee's use at the off-site work location (attach completed property removal forms for all accountable property)

The Laboratory will reimburse the Employee for the following expenses: (check all that apply)

- Office supplies, such as pens and paper, not to exceed \$100 per item
- Long-distance business telephone calls to locations other than the Los Alamos campus of the Laboratory
- Other (specify) _____

The Laboratory will not reimburse the Employee for equipment or furnishings, including telephone lines, needed to establish or maintain the off-site work location, nor will the Laboratory reimburse the Employee for wear and tear or service needs of the Employee's personal equipment. The Laboratory will not reimburse the Employee for incremental expenses (such as gas and electric) incurred as a result of working at the alternate location. Further, the Laboratory will not normally reimburse mileage or other travel costs between the alternate work site and the Laboratory.

The termination date of this agreement is no later than (90 days from commencement date) _____. Either the Employee or the approving Laboratory manager may terminate this agreement in advance of the planned termination, with 24 hours written notice. In addition, the Laboratory supervisor may temporarily recall the Employee to the Laboratory work location at any time.

The Employee acknowledges that violations of the temporary work location policy and other enabling policies may be cause for discipline, up to and including termination.

Signatures

Employee's Signature	Date	Employee's Name (printed)	Employee's Title/Organization
Group Leader's Signature	Date	Group Leader's Name (printed)	Group Leader's Organization
HR Generalist's Signature	Date	HR Generalist's Name (printed)	

Cy: Employee
Group Office Files
HR Generalist
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